

SECRET

Executive Registry
62-7264

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Ceiling Increase for Cable Secretariat-Message Center

1. The Cable Secretariat-Message Center has requested a ceiling increase of positions to . This request has been reviewed by the Office of Personnel in relation to organization, staffing, grade structure, and work load and they find that the volume of work has increased appreciably in recent years, and backlogs are increasing. They report also that cable analysts are performing clerical duties in an effort to reduce the processing time lag and work backlog. The Director of Personnel recommends and the DD/S approves the ceiling increase subject to my concurrence.

2. The proposed ceiling increase is principally in the clerical level and I recommend your approval. No offsetting reductions elsewhere in the Agency have been determined although later in the month it is planned to propose some position ceiling adjustments as a result of the manpower survey.

JOHN A. BROSS
Comptroller

Approved:

Deputy Director of Central Intelligence

Date

BD/COMP/JMC/BNL/ljn (4 Oct. '62)

Distribution:

Orig. - Addressee

Approved For Release 2003/03/06 : CIA-RDP80B01676R003100190014-5

1 - Comptroller

2 - Budget Division

GROUP 1
Excluded from automatic
downgrading and
declassification

| | | |
|--|---------------------------|--|
| UNCLASSIFIED | CONFIDENTIAL | <input checked="" type="checkbox"/> SECRET |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | |
| TO | NAME AND ADDRESS | DATE |
| 1 | <i>Executive Registry</i> | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| <input type="checkbox"/> | ACTION | <input type="checkbox"/> DIRECT REPLY |
| <input type="checkbox"/> | APPROVAL | <input type="checkbox"/> PREPARE REPLY |
| <input type="checkbox"/> | COMMENT | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> | CONCURRENCE | <input type="checkbox"/> RECOMMENDATION |
| | | <input type="checkbox"/> RETURN |
| | | <input type="checkbox"/> SIGNATURE |
| Remarks: | | |
| FOLD HERE TO RETURN TO SENDER | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | DATE |
| UNCLASSIFIED | | <input checked="" type="checkbox"/> SECRET |